



Education Support Volunteer **Position Description**

Purpose of Volunteer Service: To assist in a variety of tasks supporting the Catoctin Creek Nature Center programs.

Supervisors: Naturalist

Typical Assignment: Activities could include assembling program handouts and activity bags, assisting with hikes, registration, birthday parties, activities and a variety of other jobs for a variety of natural history programs. Programs vary in participant numbers and ages, and programs are scheduled seven days a week.

Qualifications/skills:

Ability to communicate with the visiting public

Interest in Ecology and natural history

Flexibility and ability to adapt to changing weather, schedules and interest levels

Ability to work as a team with staff and fellow volunteers and staff

Pass a required background check

Expectations:

Commit to 6-8 hours per month.

Sign in upon arrival and sign out before departure.

Arrive ½ hour before the Nature Center program is scheduled to discuss plans for the day.

Notify staff promptly if you are unable to meet a scheduled commitment and help to find a substitute.

Help clean up after programs and notify staff of needed replacements.

Represent the Division of Parks and Recreation and Catoctin Creek Nature Center in a warm and professional manner.

Provide ideas and suggestions for improvement for the volunteer program and or your volunteer position.

Training:

Volunteers are required to attend a volunteer orientation and will receive an informational tour of the Catoctin Creek Park and Nature center prior to hosting. Learn about the Nature Center online at www.Recreator.com.

Contact the Parks and Recreation main office at 301-600-2050 for a Volunteer Application. Once you have completed and submitted your application you will be contacted for an interview.